

Message Text

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TO AMEMBASSY NAIROBI IMMEDIATE

AMEMBASSY LUSAKA IMMEDIATE

AMEMBASSY DAR ES SALAAM IMMEDIATE

AMEMBASSY MAPUTO IMMEDIATE

AMEMBASSY PRETORIA IMMEDIATE

AMEMBASSY KINSHASA IMMEDIATE

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

EXDIS CAPTION MAY BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND
LENGTH OF STOP WILL NECESSITATE SOME CHANGES OR SUBSTITU-
TIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.
SEE LAST PARAGRAPHS FOR INSTRUCTIONS TO SPECIFIC POSTS.

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TO AVOID CONFUSION AMONG THE MULTIPLICITY OF ACRONYMS AND
TERMS USED, THE FOLLOWING IS OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANTS' OFFICE - THIS IS THE BASIC OFFICE

FOR THE SECRETARY'S IMMEDIATE STAFF CONSISTING OF TWO (2) SPECIAL ASSISTANTS AND THREE (3) SECRETARIES ALL OF WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL

COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, COMPOSED OF ONE OFFICER AND ONE SECRETARY EACH. ONE TEAM ARRIVES SEVERAL DAYS PRIOR TO THE SECRETARY TO REVIEW POST PREPARATIONS. THE SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS CONCERNED WITH ALL ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT. THE TRIP ADMINISTRATIVE OFFICER WILL BE ABOARD THE SECRETARY'S AIRCRAFT. ANOTHER OFFICER FROM S/S-EX MAY VISIT SELECT POSTS IN ADVANCE OF THE SECRETARY'S ARRIVAL TO ASSIST WITH PREPARATIONS.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

E. UNITED STATES SECRET SERVICE (USSS) - REQUIREMENTS AND ARRIVALS OF ADVANCE TEAMS WILL BE SUBJECT OF SEPTELS.

F. WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) - TWO WHCA COMMUNICATORS WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT AND WILL WORK OUT OF THE POST'S C&R UNIT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIRCRAFT CREW TOTALING ABOUT TWENTY. THE GROUP WILL TRAVEL LIMITED OFFICIAL USE
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ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW ABOARD SECRETARY'S AIRCRAFT AS WELL AS FOR CREW AND USSS AGENTS ABOARD THE CAR PLANE AND FOR ADVANCE SECRETARIAT AND USSS PERSONNEL TRAVELLING COMMERCIALLY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE ACCOMPLISHED.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12) DOUBLE ROOMS TO BE USED AS OFFICES. PLEASE NOTE THAT THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL, USSS ABOARD THE SUPPORT AIRCRAFT, ETC. (SEE PARAGRAPH 6 BELOW). SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: TWO (2) CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES.
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MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FIVE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

- COPY MACHINE

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND

SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR.

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CONNECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

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- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATIONS:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS (AND SY) COMMAND POST TO BE LOCATED IN

ONE AREA WITH THE OTHER OFFICES (I.E. S/S, SENIOR STAFF ETC.) LOCATED ON ANOTHER FLOOR. ALL BEDROOM FURNITURE SHOULD BE REMOVED FROM OFFICES.

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MARINE SECURITY GUARDS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED LIMITED OFFICIAL USE
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ADJACENT TO THE SECRETARY'S SUITE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

AS MENTIONED, ROOM REQUIREMENTS SET FORTH ABOVE ARE FOR PARTY ABOARD THE SECRETARY'S AIRCRAFT. ADDITIONAL REQUIREMENTS ARE:

(1) CREW FOR SECRETARY'S AIRCRAFT: TWENTY-ONE SINGLES, OR AS MANY SINGLES OBTAINABLE AND DOUBLE REMAINDER. REQUESTS USUALLY SENT DIRECT TO DAO; IF THERE IS NO DAO, EMBASSY SHOULD ARRANGE.

(2) CAR PLANE: AN AIR FORCE CARGO PLANE WITH THE SECRETARY'S LIMOUSINE AND APPROXIMATELY 24 USSS AGENTS AND A PLANE CREW OF TWELVE WILL ARRIVE ONE OR TWO DAYS BEFORE THE SECRETARY'S VISIT. A TOTAL OF APPROXIMATELY EIGHTEEN DOUBLES WILL BE NEEDED. OTHER ADVANCE PERSONNEL WILL ARRIVE COMMERCIALY AND WILL BE THE SUBJECT OF SEPTELS.

HOWEVER, FOR PLANNING PURPOSES, FOUR ADVANCE USSS AGENTS, TWO SY AGENTS, AND TWO WHCA RADIO OPERATORS WILL ARRIVE FOUR TO FIVE WORKING DAYS BEFORE THE VISIT AND CAN ALL BE DOUBLED. FOUR MORE USSS AGENTS WILL ARRIVE TWO TO THREE LIMITED OFFICIAL USE
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WORKING DAYS BEFORE AND CAN BE DOUBLES. SIX TO EIGHT SY AGENTS WILL ARRIVE ONE TO TWO DAYS IN ADVANCE AND CAN ALSO BE DOUBLED.

ADVANCE SECRETARIAT PERSONNEL WILL CONSIST OF AN OFFICER AND A SECRETARY ARRIVING TWO TO THREE DAYS IN ADVANCE.

IF MRS. KISSINGER DOES NOT ACCOMPANY THE SECRETARY, NONE OF THE SY AGENTS WILL BE TRAVELLING.

ALL ADVANCE PERSONNEL (AND INCLUDING BOTH PLANE CREWS BUT WITH THE EXCEPTION OF THE SECRETARIAT PERSONNEL) CAN BE DOUBLED AND NEED NOT BE IN SAME HOTEL AS THE SECRETARY AND PARTY. SECRETARIAT STAFF SHOULD BE IN SINGLES AND IN SAME HOTEL AS SECRETARY.

7. GROUND TRANSPORTATION

THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.
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(5) ONE VEHICLE FOR WHCA PERSONNEL.

(6) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND

SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE USSS AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

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9. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE

PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE

SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

10. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE LIMITED OFFICIAL USE
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SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY USSS TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE USSS ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE

OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE LIMITED OFFICIAL USE
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PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I. E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE AIRCRAFT CREWS WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIMITED OFFICIAL USE
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LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

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19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. AN ENGLISH SPEAKING LOCAL EMPLOYEE SHOULD BE ASSIGNED TO THE SPECIAL ASSISTANTS' OFFICE FOR THE DURATION OF THE VISIT. IT WILL SUFFICE IF THE SPECIAL ASSISTANTS' DRIVER IS BILINGUAL. THIS PERSON CAN REMAIN IN THE VISITORS' RECEPTION ROOM UNTIL CALLED UPON.

D. FOR MAPUTO ONLY:

(1) OWING TO LENGTH OF VISIT WE ARE UNCERTAIN WHETHER IT BEST FOR STAFFERS AND OFFICIAL PARTY MEMBERS NOT JOINING THE SECRETARY TO REMAIN ABOARD AND WORK ON AIRCRAFT OR SET UP OFFICES IN THE EMBASSY. OUR DECISION WILL BE INFLUENCED BY DISTANCES AND DRIVING TIMES BETWEEN EMBASSY AND AIRPORT AND THE SECRETARY'S SCHEDULE.

(2) IF RECOMMENDATION IS TO UTILIZE EMBASSY:

(A) TWO-PERSON SECRETARIAT TEAM WILL NEED OFFICE IN CHANCERY NEAR C&R AREA.

(B) IF SECRETARY IS TO HAVE ROOM PLACED AT HIS DISPOSAL TO FRESHEN UP, A SMALL OFFICE SHOULD BE ESTABLISHED IN SAME LOCATION FOR SPECIAL ASSISTANTS BUT IF THIS ISN'T FEASIBLE THEN OFFICE FOR THEM IN THE CHANCERY WILL SUFFICE.

(3) IF DECISION IS TO REMAIN ABOARD AIRCRAFT WE WILL USE ITS COMMUNICATIONS FACILITIES RATHER THAN THE EMBASSY'S.

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IT IS IMPORTANT THAT STAFF REMAINING AT AIRCRAFT HAVE
PASSES FROM LOCAL AIRPORT AUTHORITIES WHICH WILL PERMIT
FREE ACCESS TO AND FROM THE PLANE DURING STOPOVER.

(4) VEHICLES: ONE CAR AND DRIVER SHOULD BE MADE AVAILABLE
FOR THE EXCLUSIVE USE OF THE SPECIAL ASSISTANTS AND ONE
OTHER CAR AND DRIVER FOR THE TWO-PERSON WHCA TEAM ABOARD
THE AIRCRAFT. THESE TWO CARS WILL BE REQUIRED WHETHER THE
STAFF STAYS ON THE PLANE OR COMES IN TO THE EMBASSY AND
ARE IN ADDITION TO ANY CAR REQUIREMENTS FOR STAFF WHO WILL
BE ACCOMPANYING SECRETARY TO MEETINGS, ETC.

(5) LENGTH OF TIME PERMITTING, WOULD APPRECIATE SUGGES-
TIONS AS TO HOW UNOCCUPIED PARTY MEMBERS MIGHT PASS THEIR
TIME.

E. FOR LUSAKA, DAR ES SALAAM, KINSHASA:

HOPE YOU COULD AGAIN ARRANGE VISA WAIVERS FOR ALL PASSEN-
GERS, CREWS AND ADVANCE TEAMS. PASSPORT DATA WILL BE
SUPPLIED BY SEPTELS.

F. FOR NAIROBI:

WE PLAN TO OBTAIN KENYA LANDING CARDS IN LONDON WHICH WILL
BE FILLED OUT AND IN PASSPORTS FOR ALL PASSENGERS PRIOR TO
ARRIVAL.

G. FOR DAR ES SALAAM:

SECRET SERVICE WILL NOT PLAN TO USE ARMORED CAR. MAY
STILL WANT TO BRING IN CAR PLANE TRANSPORTING AGENTS BUT
WILL NOT OFFLOAD VEHICLE. WILL THIS BE OK? ROBINSON

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S/S:SESTEINER

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TO AMEMBASSY ABIDJAN IMMEDIATE

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FOLLOWING REPEAT STATE 216242 ACTION NAIROBI LUSAKA DAR ES
SALAAM MAPUTO PRETORIA KINSHASA 31 AUG QUOTE

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

EXDIS CAPTION MAY BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND
LENGTH OF STOP WILL NECESSITATE SOME CHANGES OR SUBSTITU-
TIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.
SEE LAST PARAGRAPHS FOR INSTRUCTIONS TO SPECIFIC POSTS.

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TO AVOID CONFUSION AMONG THE MULTIPLICITY OF ACRONYMS AND
TERMS USED, THE FOLLOWING IS OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANTS' OFFICE - THIS IS THE BASIC OFFICE
FOR THE SECRETARY'S IMMEDIATE STAFF CONSISTING OF TWO (2)
SPECIAL ASSISTANTS AND THREE (3) SECRETARIES ALL OF WHOM
TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS
RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE
PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL

COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S
STAFFS THE TRIP WITH TWO TEAMS, COMPOSED OF ONE OFFICER
AND ONE SECRETARY EACH. ONE TEAM ARRIVES SEVERAL DAYS
PRIOR TO THE SECRETARY TO REVIEW POST PREPARATIONS. THE
SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS CONCERNED WITH ALL ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT. THE TRIP ADMINISTRATIVE OFFICER WILL BE ABOARD THE SECRETARY'S AIRCRAFT. ANOTHER OFFICER FROM S/S-EX MAY VISIT SELECT POSTS IN ADVANCE OF THE SECRETARY'S ARRIVAL TO ASSIST WITH PREPARATIONS.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

E. UNITED STATES SECRET SERVICE (USSS) - REQUIREMENTS AND ARRIVALS OF ADVANCE TEAMS WILL BE SUBJECT OF SEPTELS.

F. WHITE HOUSE COMMUNICATIONS AGENCY (WHCA) - TWO WHCA COMMUNICATORS WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT AND WILL WORK OUT OF THE POST'S C&R UNIT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS AIRCRAFT CREW TOTALING ABOUT TWENTY. THE GROUP WILL TRAVEL LIMITED OFFICIAL USE
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ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

2. ENTRY/EXIT FORMALITIES

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW ABOARD SECRETARY'S AIRCRAFT AS WELL AS FOR CREW AND USSS AGENTS ABOARD THE CAR PLANE AND FOR ADVANCE SECRETARIAT AND USSS PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE ACCOMPLISHED.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12) DOUBLE ROOMS TO BE USED AS OFFICES. PLEASE NOTE THAT THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR

ADVANCE PERSONNEL, USSS ABOARD THE SUPPORT AIRCRAFT, ETC.
(SEE PARAGRAPH 6 BELOW). SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR
HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT
TO TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS
LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: TWO (2) CONNECTING
DOUBLE ROOMS CONVERTED TO AN OFFICE FOR THE SECRETARY'S
IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES.
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MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FIVE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

- COPY MACHINE

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED
TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM
LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND
SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE
ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S
SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND
SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CON-
SULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR.

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN
STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF
OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CON-
NECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO
OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR

OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

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- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATIONS:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS (AND SY) COMMAND POST TO BE LOCATED IN ONE AREA WITH THE OTHER OFFICES (I.E. S/S, SENIOR STAFF ETC.) LOCATED ON ANOTHER FLOOR. ALL BEDROOM FURNITURE SHOULD BE REMOVED FROM OFFICES.

IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MARINE SECURITY GUARDS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED
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ADJACENT TO THE SECRETARY'S SUITE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

AS MENTIONED, ROOM REQUIREMENTS SET FORTH ABOVE ARE FOR PARTY ABOARD THE SECRETARY'S AIRCRAFT. ADDITIONAL REQUIREMENTS ARE:

(1) CREW FOR SECRETARY'S AIRCRAFT: TWENTY-ONE SINGLES, OR AS MANY SINGLES OBTAINABLE AND DOUBLE REMAINDER. REQUESTS USUALLY SENT DIRECT TO DAO; IF THERE IS NO DAO, EMBASSY SHOULD ARRANGE.

(2) CAR PLANE: AN AIR FORCE CARGO PLANE WITH THE SECRETARY'S LIMOUSINE AND APPROXIMATELY 24 USSS AGENTS AND A PLANE CREW OF TWELVE WILL ARRIVE ONE OR TWO DAYS BEFORE THE SECRETARY'S VISIT. A TOTAL OF APPROXIMATELY EIGHTEEN DOUBLES WILL BE NEEDED. OTHER ADVANCE PERSONNEL WILL ARRIVE COMMERCIALY AND WILL BE THE SUBJECT OF SEPTELS.

HOWEVER, FOR PLANNING PURPOSES, FOUR ADVANCE USSS AGENTS, TWO SY AGENTS, AND TWO WHCA RADIO OPERATORS WILL ARRIVE FOUR TO FIVE WORKING DAYS BEFORE THE VISIT AND CAN ALL BE DOUBLED. FOUR MORE USSS AGENTS WILL ARRIVE TWO TO THREE LIMITED OFFICIAL USE
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WORKING DAYS BEFORE AND CAN BE DOUBLES. SIX TO EIGHT SY AGENTS WILL ARRIVE ONE TO TWO DAYS IN ADVANCE AND CAN ALSO BE DOUBLED.

ADVANCE SECRETARIAT PERSONNEL WILL CONSIST OF AN OFFICER

AND A SECRETARY ARRIVING TWO TO THREE DAYS IN ADVANCE.

IF MRS. KISSINGER DOES NOT ACCOMPANY THE SECRETARY, NONE OF THE SY AGENTS WILL BE TRAVELLING.

ALL ADVANCE PERSONNEL (AND INCLUDING BOTH PLANE CREWS BUT WITH THE EXCEPTION OF THE SECRETARIAT PERSONNEL) CAN BE DOUBLED AND NEED NOT BE IN SAME HOTEL AS THE SECRETARY AND PARTY. SECRETARIAT STAFF SHOULD BE IN SINGLES AND IN SAME HOTEL AS SECRETARY.

7. GROUND TRANSPORTATION

THE SECRET SERVICE MAY WISH TO USE THE SECRETARY'S ARMORED LIMOUSINE FOR THE VISIT. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.
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(5) ONE VEHICLE FOR WHCA PERSONNEL.

(6) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND

SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: THE MEDICAL OFFICER AND THE USSS AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

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9. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE

SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN

UNIFORM.

10. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE
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SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY USSS TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE USSS ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE

CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE LIMITED OFFICIAL USE
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PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I. E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE AIRCRAFT CREWS WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH

TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND
OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC
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LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-
ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR
OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH
WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO
AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING
VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING
TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES,
ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS,
STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, IN-
CLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE
VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES
SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS
JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE
CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMIN-
ISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS
OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

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19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY.

C. AN ENGLISH SPEAKING LOCAL EMPLOYEE SHOULD BE ASSIGNED TO THE SPECIAL ASSISTANTS' OFFICE FOR THE DURATION OF THE VISIT. IT WILL SUFFICE IF THE SPECIAL ASSISTANTS' DRIVER IS BILINGUAL. THIS PERSON CAN REMAIN IN THE VISITORS' RECEPTION ROOM UNTIL CALLED UPON.

D. FOR MAPUTO ONLY:

(1) OWING TO LENGTH OF VISIT WE ARE UNCERTAIN WHETHER IT BEST FOR STAFFERS AND OFFICIAL PARTY MEMBERS NOT JOINING THE SECRETARY TO REMAIN ABOARD AND WORK ON AIRCRAFT OR SET UP OFFICES IN THE EMBASSY. OUR DECISION WILL BE INFLUENCED BY DISTANCES AND DRIVING TIMES BETWEEN EMBASSY AND AIRPORT AND THE SECRETARY'S SCHEDULE.

(2) IF RECOMMENDATION IS TO UTILIZE EMBASSY:

(A) TWO-PERSON SECRETARIAT TEAM WILL NEED OFFICE IN CHANCERY NEAR C&R AREA.

(B) IF SECRETARY IS TO HAVE ROOM PLACED AT HIS DISPOSAL TO FRESHEN UP, A SMALL OFFICE SHOULD BE ESTABLISHED IN SAME LOCATION FOR SPECIAL ASSISTANTS BUT IF THIS ISN'T FEASIBLE THEN OFFICE FOR THEM IN THE CHANCERY WILL SUFFICE.

(3) IF DECISION IS TO REMAIN ABOARD AIRCRAFT WE WILL USE ITS COMMUNICATIONS FACILITIES RATHER THAN THE EMBASSY'S.
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IT IS IMPORTANT THAT STAFF REMAINING AT AIRCRAFT HAVE PASSES FROM LOCAL AIRPORT AUTHORITIES WHICH WILL PERMIT FREE ACCESS TO AND FROM THE PLANE DURING STOPOVER.

(4) VEHICLES: ONE CAR AND DRIVER SHOULD BE MADE AVAILABLE FOR THE EXCLUSIVE USE OF THE SPECIAL ASSISTANTS AND ONE OTHER CAR AND DRIVER FOR THE TWO-PERSON WHCA TEAM ABOARD THE AIRCRAFT. THESE TWO CARS WILL BE REQUIRED WHETHER THE STAFF STAYS ON THE PLANE OR COMES IN TO THE EMBASSY AND

ARE IN ADDITION TO ANY CAR REQUIREMENTS FOR STAFF WHO WILL BE ACCOMPANYING SECRETARY TO MEETINGS, ETC.

(5) LENGTH OF TIME PERMITTING, WOULD APPRECIATE SUGGESTIONS AS TO HOW UNOCCUPIED PARTY MEMBERS MIGHT PASS THEIR TIME.

E. FOR LUSAKA, DAR ES SALAAM, KINSHASA:

HOPE YOU COULD AGAIN ARRANGE VISA WAIVERS FOR ALL PASSENGERS, CREWS AND ADVANCE TEAMS. PASSPORT DATA WILL BE SUPPLIED BY SEPTELS.

F. FOR NAIROBI:

WE PLAN TO OBTAIN KENYA LANDING CARDS IN LONDON WHICH WILL BE FILLED OUT AND IN PASSPORTS FOR ALL PASSENGERS PRIOR TO ARRIVAL.

G. FOR DAR ES SALAAM:

SECRET SERVICE WILL NOT PLAN TO USE ARMORED CAR. MAY STILL WANT TO BRING IN CAR PLANE TRANSPORTING AGENTS BUT WILL NOT OFFLOAD VEHICLE. WILL THIS BE OK? ROBINSON UNQTE. ROBINSON

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Review Comment: n/a
Review Content Flags:
Review Date: 24 MAY 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <24 MAY 2004 by BoyleJA>; APPROVED <08 SEP 2004 by coburnhl>
Review Markings:

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US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT - ADMINISTRATIVE/LOGISTICAL
TAGS: OVIP, (KISSINGER, HENRY A)
To: NAIROBI
LUSAKA
DAR ES SALAAM
MAPUTO
PRETORIA
KINSHASA

Type: TE

Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006